OFFICE OF ENTERPRISE TECHNOLOGY SERVICES !

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Information Technology Steering Committee
August 25, 2016
Kalanimoku Building, Conference Room 410
1151 Punchbowl St., Honolulu, HI 96813

Meeting Minutes

Members Present	
Name	Organization
Nacapuy, Todd (Chair)	Office of Enterprise Technology Services (ETS)
Ancheta, Benjamin*	ʻIke
Keane, David	Dept. of Human Resources Development (DHRD)
Kuroiwa, Jared I.	KHON-2
Sonobe, Clyde	Department of Education
Thornton, Kevin	Judicial Branch
Yamashita, Representative Kyle	Legislative Branch
Yoshimi, Garret*	University of Hawaiʻi

Other Attendees	
Name	Organization
Azus-Richardson, Jason	Department of Agriculture (DOA)
Bingham, Kaimana	ETS
DeMello, Keith	ETS
Castagnaro, Russell	Hawaiʻi Information Consortium, LCC
Fors, Michael	Public Consultant Group
Fritz, Peter	
Kunimoto, Valri	Department of the Attorney General (AG)
Li, Tiger	Office of Hawaiian Affairs
Nozza, Vito	
Okamura, Helene	DOA
Omura, Todd	ETS
Onishi, Brandon	
Sato, Clay	AG
Shimabukuru, Alison	Hawaiian Telcom
Shimamura, Ryan	Department of Human Services
Spanks, Nathan	
Wong, Kiman	
Yabusaki, Donn	Department of Commerce and Consumer Affairs
Yoshikami, Norman	AG

*Immediately prior to the meeting, Benjamin Ancheta and Garret Yoshimi were sworn in as new members of the Information Technology Steering Committee (ITSC), appointed by the Senate President and Governor, respectively, and serving terms through June 30, 2019.

I.   **Call to Order**
    Chair Nacapuy called the meeting to order at 1:35 p.m.

II. **Announcements**
    Chair Nacapuy noted that Senate Bill 2807 SD2 was signed into law as Act 58, SLH 2016, formally consolidating the Office of Information Management and Technology (OIMT) and the Information and Communication Services Division (ICSD) of the Department of Accounting and General Services, effective July 2, 2016. The functions of the former OIMT and ICSD are now under the Office of Enterprise Technology Services (ETS), led by the Chief Information Officer (CIO) of the State of Hawaiʻi. Likewise, the CIO's authority over IT governance and IT security governance have been strengthen by Act 58.

    It was also noted that the current ITSC meeting venue is at capacity, now that various department IT leads are attending. A new location will be considered for future meetings.

III. **Roll Call**
    Quorum was established with eight members present. *Note: This eleven-member committee requires six members to establish quorum and take official action.*

IV. **Reading and Approval of Minutes**
    Member Thornton moved for the ITSC to approve the May 26, 2016, meeting minutes, and Member Keane seconded the motion. The ITSC adopted the minutes by unanimous consent.

V.   **Public Testimony on Agenda Items**
    Noting the IT Governance agenda item, Mr. Peter Fritz commented that it has been requested of other boards and commissions to consider placing public testimony at the end of the agenda, as some members of the public may not have sufficient information to comment on agenda items before discussion occurs.

    Concerning the same agenda item, Mr. Fritz also shared information about a Washington, D.C., district court case involving an information request of a government board or commission. In the case, it was asked whether information maintained by board/committee members on personal email accounts were subject to discovery. He reported that a suggested solution was to establish ITSC emails for the members. Pending a formal decision, Mr. Fritz suggested that, in theory, ITSC members maintaining government records on personal accounts, such as emails sent to each other, may likewise be subject to an information request, particularly if administrative staff do not have access to them.

    Regarding the agenda item of Web Accessibility, Mr. Fritz shared information about JAWS, which is speech detection software, and the importance of ensuring that web contents are compatible with the software and other similar applications.

Chair Nacapuy suggested that the first item should be taken up with the Office of Information Practices.

VI.   Chief Information Officer's Report

a. **Hawaiʻi Annual Code Challenge**
Chair Nacapuy shared with ITSC members that Gov. David Ige and ETS will host the Hawaiʻi Annual Code Challenge (HACC) in Honolulu from August 27 to September 24, 2016, with a kickoff event this Saturday, August 27, from 10 a.m. to 5 p.m. at the Aloha Tower Marketplace. The month-long event is being held to engage the local tech community in the modernization of Hawaiʻi state government. Participants are invited to compete in elementary school, middle school, high school, college and open categories. A first of its kind for the State, the HACC is based on the concept of a hackathon, but rather than the traditional around-the-clock development over a single day or weekend, the HACC will offer an extended period for development over one month. Participants will return on Sept. 24 to present their solutions for judging and winner selection.

Chair Nacapuy also shared that the event came about after the governor attended some hackathons and had the idea to hold a State hackathon. As State issues are complex, ETS asked departments to propose and present "challenges."

Awards will go to top participants, and outstanding projects will be considered for implementation. As of the date of the meeting, more than 200 participants signed up for the kickoff event on August 27. Chair Nacapuy encouraged ITSC members to attend. The event will also serve as a training event, featuring areas such as design thinking, presentations best practices, GIS and open data state platforms. For more information, visit HACC.hawaii.gov.

b. **Positions in Recruitment**
Chair Nacapuy noted that ETS' goal is to reduce its vacancies to an average of approximately 10 percent. ETS maintains an "IT Positions in Recruitment" page on its website at ets.hawaii.gov. Four positions are currently in recruitment, with three additional positions in the area of cybersecurity, recently approved by the Legislature, to be posted shortly: chief information security officer and two cybersecurity support positions. Chair Nacapuy asked ITSC members to advise if they know of any good candidates.

c. **Civil Service IT Broadbanding Pilot Project**
As previously reported, ETS and DHRD collaborated on an innovative, six-month pilot project to develop and retain its IT workforce across all state departments. The Civil Service IT Broadbanding Pilot Project aims to transition the State from a traditional classification system for IT positions to a system of "broadbanding" — a term referring to wider salary bands more encompassing than those within

traditional salary structures. The return on investment will be the State's improved ability to retain current, skilled employees by providing opportunities to grow as we keep pace with ever-evolving modern technologies.

Chair Nacapuy announced that the pilot project launched in mid-August. He acknowledged the work of DHRD Director James Nishimoto in making the launch possible. During the pilot, departments will choose their internal process and funding sources. If departments have questions, they should contact Human Resources teams, as they are being brought up to speed.

d. IT Governance

ETS IT Governance Officer Todd Omura reported that, on the planning and budget side, ETS is working with the Department of Budget and Finance on providing budget instructions to Executive Branch departments to generate a more cohesive picture with regard to IT and information resource management investments for the upcoming biennium.

Chair Nacapuy added that a term ITSC members may be hearing this year is "cost-transparency," as ETS moves forward with its plans. As part of this priority, ETS will be reviewing department budget requests to ensure they are made in an effective, efficient manner going into the 2017 legislative session.

e. Enterprise Payroll and Time & Attendance Modernization

Chair Nacapuy shared that the State in June selected CherryRoad Technologies Inc. to modernize payroll and time and attendance systems. The contract is expected to be signed shortly. For more information, including how the new systems will be designed to integrate with other state government administrative functions as they are modernized, visit erp.hawaii.gov.

f. Web Accessibility

At the previous ITSC meeting, Chair Nacapuy mentioned that, following the enactment of SB 2807 SD2, authority with regard to web accessibility will be more clearly defined under his role as CIO.

Mr. Omura introduced ETS Technical Analyst Kaimana Bingham, who was recently hired and is now leading the web accessibility initiative. The initiative was previously placed on hold until ETS had sufficient resources. Mr. Omura stated that the initiative will primarily focus on three areas: Policy and Guidance, Training, and Tools. Within 90 days, ETS is planning to provide updates and direction. If ITSC members or departments have questions, they may contact Ms. Bingham.

VII. Reports to the Legislative

Chair Nacapuy noted that reports submitted by ETS and/or the CIO to the Legislature, as required by various statutes, are publically available at ets.hawaii.gov/reports/. Members

may also simply visit ets.hawaii.gov and select "Reports" from the menu. The reports are posted on the website in accordance with HRS § 93-16, which requires that the reports may be viewed electronically.

Posted reports include:
- CIO Annual Report on the Status and Implementation of the State Information Technology Strategic Plan, pursuant to Act 84, SLH 2011
- Report on Expenditures and the Operational and Financial Feasibility of Sustaining IT Governance, pursuant to Section 41 of Act 119, SLH 2015
- Report on the Health Status of Departments' IT Environment as It Relates to Functionality, Risk and Maturity, pursuant to Section 42(1) of Act 119, SLH 2015
- Quarterly Reports on Periodic Information Security and Penetration Audits of the Executive Branch Information Technology Systems, pursuant to Section 42-5 of Act 119, SLH 2015

VIII. **Report by the Permitted Interaction Group on Recommendations to Operationalize IT Steering Committee Mandates**
In its quarterly meeting on February 25, 2016, the ITSC voted to form a Permitted Interaction Group to provide recommendations on operationalizing ITSC mandates under Section 27-43, HRS; identifying how the ITSC can best reach out and gather input from the community; and establishing measurable objectives and an approach to hold itself accountable. As a member of the group, Chair Nacapuy presented the report and recommendations to the ITSC. Pursuant to HRS § 92-2.5, the report was formally submitted to the ITSC but will be discussed at a subsequent meeting.

During the report presentation and a mention of web accessibility, Mr. Fritz acknowledged that the Elections Commission online forms are now quite good in this regard, but was the result of some additional work that had to be done. He noted that the commissions' original RFP required only JAWS compatibility.

Following the ITSC meeting, the report will be posted on the ITSC webpage where agenda and minutes are posted. (Note: The report was posted and is available for download at http://ets.hawaii.gov/2016-it-steering-committee-meetings/)

Chair Nacapuy stated that the ITSC should serve as a guiding force and even suggested that ITSC grade the CIO. He asked ITSC members to review the report before the next meeting and recommend ways to measure the activities of the CIO through a scoring mechanism, whether via a grade or pass/fail for each category outlined in the report.

To facilitate comments for the next meeting, ETS will provide a review and comment template form to ITSC members.

IX. **New Business**
None.

X. **Good of the Order**
The next ITSC meeting is scheduled on November 17, 2016, from 1:30 to 3 p.m. Location will be determined.

XI. **Adjournment**
The meeting was adjourned at 2:10 p.m.

Respectfully Submitted,

_____   _____
Date   Keith A. DeMello
                                 Senior Communications Manager
                                 Office of Enterprise Technology Services
                                 State of Hawaiʻi